

**MINUTES OF THE MEETING OF THE WEST ESSEX
WASTE MANAGEMENT JOINT COMMITTEE HELD AT
COUNTY HALL, CHELMSFORD ON 29 JUNE 2005**

Membership

- * Councillor Tony Sleep, Brentwood Borough Council
- * Councillor Chris Millington, Harlow Council
- * Councillor Mrs Wendy Scattergood, Braintree District Council
(Substitute for Councillor Michael Gage)
- Councillor Alan Thawley, Uttlesford District Council
- * Councillor Derek Jacobs, Epping Forest District Council
- * Councillor Roger Walters, Essex County Council

* present

Councillor Mrs Christine Bayley, Uttlesford District Council was also present.

1. Apologies for Absence

Apologies for absence were received from Councillors Michael Gage, Braintree District Council and Alan Thawley, Uttlesford District Council.

2. List of Joint Committee Members and their Substitutes

The list of Joint Committee Members and their Substitutes was noted.

Councillor Derek Jacobs reported that the Substitute Member for Epping Forest District Council is likely to be Councillor Robert Glozier, which will be confirmed at the Council meeting on 28 July.

3. Appointment of Chairman

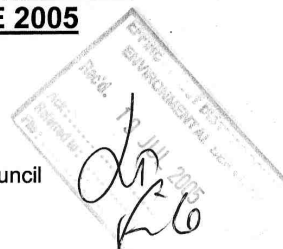
Councillor Derek Jacobs proposed Councillor Tony Sleep as Chairman of the Joint Committee. This was seconded by Councillor Roger Walters. Councillor Tony Sleep was duly appointed as Chairman.

4. Appointment of Vice-Chairman

Councillor Chris Millington proposed Councillor Derek Jacobs as Vice-Chairman of the Joint Committee. This was seconded by Councillor Roger Walters. Councillor Derek Jacobs was duly appointed as Vice-Chairman.

5. Minutes of the West Area Working Group Meeting

The Minutes of the meeting of the West Area Working Group held on 25 May 2005 were approved as a correct record and signed by the Chairman.



6. Declarations of Interest

There were no Declarations of Interest.

7. Schedule of Meetings

With the exception of the meeting scheduled for 31 August 2005, the dates for the Joint Committee meetings for the next year were agreed. Councillor Tony Sleep indicated that neither he nor his Substitute for Brentwood were available for the meeting on 31 August. Councillor Chris Millington also indicated that this date might present a problem for Harlow. In order for there to be a quorate meeting in August, Officers were asked to identify an alternative date for that meeting.

8. Constitutional Matters

The Committee received the Constitution, which was the version recently agreed by the partner authorities in the West Area. It was noted that a few "tidying" revisions still needed to be made to the document, specifically at:

4.1.11: "East" should read "West"; and at
7.3: The date of "1 January" should change to "1 June" or "1 July".

The Committee also received the short summary of the Constitution included with the papers.

9. Programme of Business

Peter Kelsbie, Project Co-ordinator, Essex County Council, advised that the formal programme of business requiring agreement will be included in papers for the next Joint Committee meeting and indicated when decisions would be required over the following 3 months:

July: The programme of business and revised procurement approach;

August: The first parts of the Outline Business Case (OBC): strategic context, existing service provision, delivery of project, dealing with employee issues;

September: The remaining chapters of the OBC: options appraisal work, support and commitment, preferred option, the final executive summary and final document sign-off.

Chairman
27 July 2005